

## SELF SERVICE CENTER

### INSTRUCTIONS: HOW TO COMPLETE AN "ORDER OF ASSIGNMENT"

#### DEFINITIONS:

- **Obligor** is the person ordered to make support payments.
- **Obligee** is the person or agency entitled to receive support

#### COMPLETE THIS FORM FOR AN "ORDER OF ASSIGNMENT" IF:

- You have completed a "*Request for an Ex Parte Assignment*" or
- You have been ordered by the court to prepare an "*Order of Assignment*" or
- You are a party to a case in which the court may establish or modify a support obligation.

#### HOW TO COMPLETE THIS FORM:

Step Number	Instructions
----------------	--------------

**TYPE OR PRINT NEATLY USING BLACK INK.** Follow the instructions given below.  
Match each numbered step in the instructions with the item on the "*Order of Assignment*" that has the same number.

- |     |   |
|-----|---|
| (1) | Type or print the name of the county in which this order is being filed. (This may already be printed on the form.)   |
| (2) | Type or print the name of the person who is shown as the Petitioner/Plaintiff on the order that established the support obligation. If there is no order, type or print the name of the person shown as the Petitioner/Plaintiff in the original petition filed in the case.      |
| (3) | Type or print the name of the person shown as the Respondent/Defendant on the order that established the support obligation. If there is no order, type or print the name of the person shown as the Respondent/Defendant in the original petition filed in the case.             |
| (4) | Type or print the case number that appears on the support order. If the order was issued in a county other than the one where you are filing this request and order, leave this item blank. If you do not have an order establishing a support obligation, leave this item blank. |
| (5) | If you are completing this order because you have completed a " <i>Request for an Ex Parte Assignment</i> ," mark the "Ex Parte" box.   |

OR

If you are completing this order for any other reason, mark the "Automatic/After Hearing" box unless the court orders you to do otherwise.

- (6)** Type or print the complete name (first, middle and last) and the Social Security Number of the Obligor (the person ordered to make support payments.)
- (7)** If you marked the "Automatic/After Hearing" box in item (6), leave this item blank. If you marked the "Ex Parte" box in item (6), fill in the monthly amount of each obligation that you are including in your request for assignment. The current child support and spousal maintenance/support amounts must be the same as the amounts listed in the Request, items (9) and (10). If you are requesting payment on arrearages (past due child support), the amount entered must be the same as the amount listed on the Request, item (14) of the Request. Then enter the total amount of all monthly obligations.
- (8)** Type or print your case number that appears in item (5) above.
- (9)** Indicate where payments are to be sent.
- (10)** Leave this area blank. The Judicial Officer or Clerk will date and sign the order.